

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2165

**TITLE:** AUDIOVISUAL/TELEVISION TECHNICIAN

**GRADE:** S-14

**DEFINITION:**

Under direction, to supervise, maintain, operate and circulate CCTV/VTR equipment assigned to the Media Center; and to do related work as required.

**TYPICAL TASKS:**

Assists instructional personnel in setting up and operating CCTV/VTR equipment;  
Assists in the selection and operation of audiovisual instruments;  
Performs preventive maintenance on equipment;  
Sets up and operates equipment for use within the Media Center;  
Operates equipment loan pool, maintaining accurate inventory and circulation records;  
Provides technical knowledge and assistance in the operation of video tape recording equipment used in the production of video tapes for staff development;  
Schedules video tape sessions;  
Makes recommendations on purchases of equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the methods, tools and equipment used in the maintenance of a wide variety of television and video tape recording equipment;  
Knowledge of the relationship of the equipment to the development of instructional media material;  
Knowledge of inventory methods and records keeping;  
Ability to make evaluative judgments regarding the equipment;  
Ability to supervise;  
Ability to establish and maintain effective relationships with school personnel and fellow employees.

**EMPLOYMENT STANDARDS:**

Graduation from high school and three years of experience in the maintenance and operation of electronic equipment.

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